

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report to the Director, Information Security Oversight Office (ISOO) on the Agency's Information Security Program.

FROM:

Edward J. Maloney
Director, OIT
2D00 HQS

EXTENSION

NO.

OIT 0773-87

DATE

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA
7D18

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Bill,

1. Attached is the annual report to ISOO on the Agency's information security program. The data provided in our report will be incorporated into ISOO's annual report to the President.

2. For the past two years, we have used two one-week counts to determine the number of classified documents created by the Agency. Prior to FY 86, Agency statistics were based on a single one-week count. This new approach has proved to be worthwhile. Agency offices are becoming familiar with the count procedures and are providing a more reliable product.

3. In FY 87, the Agency created 2,577,146 classified documents, 55,981 fewer than in FY 86.

Ed

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Annual Report to the Director, Information Security Oversight Office (ISOO)
on the Agency's Information Security Program.

FI [redacted] EXTENSION NO. OIT 0773-87
Agency Security Classification Officer [redacted]
826 Ames Building DATE 19 October 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, IRMD

2.

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Chief, CSG

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5. Director, OIT

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1. Attached is the Agency's annual report to ISOO for the Deputy Director for Administration's (DDA) signature.

2. The statistics reporting the number of classification decisions are collected by Information Management Officers throughout the Agency and compiled by the ASCO. Information for the other categories is compiled by the ASCO based on input from the Information Privacy Division, Office of the DDA, the Office of Security and the Office of Personnel.

Eunice M. Evans

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Washington, D.C. 20505

OIT 0773-87IT/TRIS

LOGGED



03 NOV 1987

Mr. Steven Garfinkel
Director, Information Security
Oversight Office (Z)
General Services Administration
18th & F Streets, N.W.
Washington, D.C. 20405

Dear Mr. Garfinkel:

Enclosed is the Central Intelligence Agency's Information Security Program Data (SF 311) report covering the period 1 October 1986 through 30 September 1987.

Classification statistics were compiled by taking an actual count of all classification decisions made throughout the Agency during two one-week periods. The first one-week period was in March 1987 and the second in September 1987. The data from the two counts were combined and projected for the entire year.

We intend to use the same count procedures in FY 88. We believe two one-week counts provide a broader and more stable statistical base for calculating annual classification activity within the Agency than does the previous method of taking only one one-week count per year.

The number of original classification authorities in Section 5 is provided for inclusion in reporting government-wide totals and should not be attributed to CIA. This is in accordance with the DCI's responsibilities under the CIA Act of 1949 to withhold publication of numbers of Agency personnel.

William F. Donnelly

William F. Donnelly
Deputy Director
for
Administration

Enclosure

SUBJECT: Information Security Program Data (SF 311) Report

STAT

CMB/IRMD/CSG/OIT 16 October 87

Distribution:

Original - Addressee

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- 1 - CSG Chrono
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